



Example of Instructional Specialist Job Description

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Our company is searching for experienced candidates for the position of instructional specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for instructional specialist

- Coordinate, plan for, and oversee the development of holistic performance solutions architectures
- Monitor development of component solutions to ensure relevance, fit, and applicability within holistic solutions architectures
- Manage vendor relationships to ensure products are of high quality, are relevant, and fit within broader solutions architecture
- Assist with evaluation of program needs, and develop resources to assist students in math, Microsoft Word and Excel, and academic success strategies
- Support the Associate Director in outreach to programs who require additional support in math and Microsoft Office for their students
- Contribute to the redesign, reorganization, and delivery format of content on the ASC Success Strategies webpage
- Collaborate with ASC leadership and GA staff to create webinars, blogs or podcasts relevant student needs and ASC academic success strategies
- Assist in training of new graduate assistant tutors and contribute to graduate assistant professional development training
- Act as webinar technical specialist for Adobe Connect and assist ASC leadership in training, creating, and using software program
- Communicate well with students by establishing online rapport and maintaining a friendly, helpful, patient, and interested attitude and demeanor

Qualifications for instructional specialist

- Working experience with course management software desired
- Working operational management (financial/administrative) desired
- Basic knowledge of University policies, procedures and regulations desired
- EMS Instructor/Evaluator certification highly desirable
- 1-3 years in course development and course redesign, including creation of instructional and training materials—print and digital, and workshop presentation development and delivery (multiple)